

**HOUSING AUTHORITY OF THE TOWN OF MANSFIELD**  
**SPECIAL MEETING MINUTES**  
Housing Authority Office  
September 6, 2012  
8:30 a.m.

Attendance: Mr. Long, Chairperson; Mr. Simonsen, Vice Chairperson; Mr. Eddy; Secretary and Treasurer; Ms Hall, Assistant Treasurer; Kathleen Ward, Commissioner was excused; Ms Fields, Executive Director.

The meeting was called to order at 8:38 a.m. by the Chairperson.

**New Business**  
**Operating Budgets**

Ms Fields presented the operating budgets for Holinko Estates, Wrights Village and the Section 8 Housing Choice Voucher Program. Rent increases were discussed in conjunction with the budgets.

Ms. Fields recommended a rent increase at Holinko Estates of \$10.00 per month effective May 1, 2013 and a rent increase of \$10.00 per month at Wright Village January 1, 2013. Ms Fields will send out memo today to all tenants setting the tenant meeting date for October 5, 2012 to accept comments from tenants.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve a \$10.00 monthly increase at Holinko Estates effective May 1, 2013. Motion approved unanimously.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve a \$10.00 monthly increase at Wrights Village effective January 1, 2013. Motion approved unanimously.

**Independent Contractor Hire (Project Manager)**

In order to better manage the capital projects, Ms Fields suggested that we hire an independent project manager. She suggested that we hire someone at \$20.00 per hour for 15-20 hours a week as needed. The cost of the project management will be incorporated as part of the project and paid out of the capital reserve or operating reserves depending on the project.

A motion was made by Mr. Simonsen and seconded by Mr. Eddy to approve the hiring of an independent contractor at \$20.00 per hour to work as needed on specific projects. Motion approved unanimously

A motion was made by Ms Hall and seconded by Mr. Eddy to approve the 2013 operating budgets for Holinko Estates, Wrights Village and Section 8 with specified changes. Motion approved unanimously.

**Capital Budgets**

Due to time constraints it was decided that capital budgets would be discussed in the next regular board meeting.

**ADJOURNMENT**

The Chairperson declared the meeting adjourned at 10:30 a.m.

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Dexter Eddy, Secretary

**Approved:**

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Richard Long, Chairperson